

ADJUNCT, HONORARY AND VISITING APPOINTMENTS POLICY AND PROCEDURES

Approved	Council	Academic Board
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Responsible Officer	Dean	
Author / Role	D Speed (Dean), W Wilson (Chair, Academic Board)	
Related Documents (explicitly cross-referenced)	Code of Conduct	
Higher Education Standards (2021)	3.2, 4.3	
National Code (2018) (if directly relevant)		

1. INTRODUCTION

The purpose of Adjunct, Honorary or Visiting Appointments is to enable the College to maximise its use of the academic and professional talent in the broader community to enrich the student experience and to assist the College in the pursuit of its Mission.

Such appointments acknowledge the contribution to teaching, research, academic programs and professional leadership that persons who are not employed by the College or its teaching bodies make to its everyday operations.

The College honours the contribution of these people by conferring on them a title that reflects their academic and/or professional standing and the activities they undertake within the College.

2. DEFINITIONS

College Sydney College of Divinity.

College Teaching Body The Sydney College of Divinity is a Higher Education Provider owned by a consortium of private Christian colleges, which are its Member Institutions. Each Member Institution is operationally a College teaching body. The SCD Korean School of Theology and the SCD Graduate Research School are also teaching bodies of the College.

Honorary Title Conferred on a person of academic distinction or standing. No remuneration is received.

Adjunct Title At the discretion of the College Teaching Body, available to a person from another academic institution or community, who may or may not receive remuneration, but contributes to the teaching, research or supervisory activities of the College.

Visiting Title A short term appointment, usually for a minimum of one month and a maximum of twelve months. The person may or may not receive a remuneration.

3. APPLICATION OF TITLES

Appointments to an Adjunct, Honorary or Visiting role will depend upon the strategic value to the College and the individual's likely contribution to teaching, research, and other activities of the College.

The appointment is also based on the nominee's undertaking of duties in accordance with the policies, procedures and practices of the College.

3.1 ADJUNCT APPOINTMENT

3.1.1 Purpose

The appointment maximises the opportunity to draw upon expertise from outside the College, which will enhance teaching, research and other approved activities.

3.1.2 Role

Adjunct appointments may be sessional, part-time or full-time.

The title may be used in conjunction with appointment at the levels of Professor, Associate Professor, Senior Lecturer, Lecturer, and Associate Lecturer, or in the expression Adjunct Teacher.

3.1.3 Conditions

Adjunct appointees may receive remuneration, at the discretion of the College teaching body or Dean of the College.

Adjunct appointments are normally made for a period of not less than one semester, and up to five years at a time. They may be renewed subject to review.

The appointee will have access to College facilities and resources in support of their role.

The appointee is not eligible for any College Board or committee membership but may be asked to act in an advisory capacity.

3.1.4 Procedures

Adjunct sessional, part-time, and full-time teaching appointments of persons are made by the SCD teaching body or the Dean of the College. They are accredited to teach under the normal provisions of the Accreditation of Academic Faculty Policy and Procedures or the special provisions of the Accreditation of Academic Staff from Recognised Institutions section of the Accreditation of Academic Faculty Policy and Procedures. Such appointees are entitled to adopt the prefix 'Adjunct' with their substantive academic classification (levels A-E) or to adopt the title of Adjunct Teacher.

3.2 HONORARY PROFESSOR

3.2.1 Purpose

The appointment acknowledges academics of great distinction, outstanding international reputation, and an exceptional, ongoing and sustained track record of excellence in research and scholarship, whose expertise and contribution will be of significant benefit to the College.

3.2.2 Conditions

The nominee is not currently an academic staff member of the College, but may simultaneously hold a position in another Tertiary Institution, or may be retired from having held such a position.

3.2.3 Procedures

Recommendations for this appointment will come from the Dean of the College or Principals of College teaching bodies.

The Academic Board Executive together with one Professor external to the College will constitute a special panel convened by the Dean of the College to consider the nomination, with its recommendation to the College Academic Board.

3.3 EMERITUS PROFESSOR

3.3.1 Purpose

The Honorary title of Emeritus Professor may be conferred upon Professors of the College, who normally have been a Professor for five years, and is normally conferred upon retirement or resignation.

3.3.2 Conditions

As well as having made an outstanding contribution to the College or wider community, meet at least two of the following criteria:

- (a) an outstanding, internationally recognised record in research;
- (b) an outstanding contribution to curriculum and the development of teaching;
- (c) outstanding leadership such as College teaching body Principal, Dean of the College or Discipline Coordinator.

3.3.3 Procedures

The title is not automatically granted after the retirement or resignation of a College Professor, but considered by a committee upon receipt of a nomination.

Nominations may come from the College Academic Board, the Dean of the College, or from any member of Council.

Nominations will be considered by the Academic Classifications and Promotions Committee, with its recommendation made direct to the College Council.

3.4 HONORARY RESEARCH ASSOCIATE

3.4.1 Purpose

This title is conferred upon persons external to the College who agree to assist with research activities that enable the College to enhance its research development and profile.

3.4.2 Role

An Honorary Research Associate will:

- (a) contribute to SCD Research outputs at the rate specified by the College for the term of their appointment;
- (b) be willing, subject to the Associate's availability and expertise, to supervise or advise SCD Research candidates upon the invitation of the Research Director;
- (c) be willing to provide expert advice and guidance to the SCD on its research ethos and policies;
- (d) be willing to help, subject to the Associate's availability, by means of advice, personal participation or voluntary service in the execution of SCD conferences.

3.4.3 Conditions

An Honorary Research Associate will not normally receive remuneration for services and activities with the period of appointment except for:

- (a) supervision of SCD Research candidates, as determined by the current SCD financial policy for Supervisors and Associate Supervisors;
- (b) contractual teaching within SCD teaching bodies, as determined by each teaching body's financial policy.

An Honorary Research Associate will:

- (a) be active in internationally recognised research at the time of appointment;
- (b) remain active in internationally recognised research while holding this title, normally by publishing the equivalent of the minimum of five peer-refereed journal articles or book chapters over their five-year appointment, and a monograph or edited work every five to eight years.
- (c) have access to library borrowing rights within SCD teaching bodies and allied libraries (Macquarie University);
- (d) be given a College email account (if desired);
- (e) have an appointment of five years' length, renewable subject to the Associate's meeting SCD's specified research outputs;
- (f) be subject to the SCD Code of Conduct Policy.

3.4.4 Procedures

The decision to approach an Honorary Research Associate will be made by the College Academic Board, following recommendation from the Research Director after the prior consultation with and imprimatur of the College Research Committee.

3.5 VISITING PROFESSOR

3.5.1 Purpose

Persons appointed to Visiting Professorships will normally:

- (a) hold simultaneously a position as Professor in another Higher Education institution, either within Australia or overseas;
- (b) be a senior academic from within Australia or overseas who is deemed to be worthy of the title by virtue of his/her academic eminence.

3.5.2 Role

This appointment is to enable a short-term contribution to the teaching, research, and scholarly activities of the College.

3.5.3 Conditions

A Visiting Professor may receive remuneration, but it is not a condition of appointment. It is expected that the appointee will make a contribution to teaching, research, and scholarly activities of the College as agreed during the period of their appointment. That period may be from one month up to a maximum of twelve months. The appointment may be full-time or part-time.

3.5.4 Procedures

The decision to appoint a Visiting Professor will be made by the College Academic Board, following a recommendation from a College teaching body Principal or the Dean of the College.

3.6 VISITING SCHOLAR

Persons appointed as Visiting Scholars will normally hold, simultaneously, a position as an academic other than Professor, either within Australia or overseas.

The role and conditions will be the same as Visiting Professor, but the appointee's title will be Visiting Scholar.

The appointments of Visiting Scholars will be made by the Dean of the College or College teaching body Principal, and reported to the College Academic Board.

3.7 FELLOW

This appointment is reserved for those persons who:

- (a) have distinguished themselves by their contribution to theological education or have rendered exceptional service to the College;
- (b) have distinguished themselves by their ecumenical contribution to theological education and are believed likely to contribute to the life or work of the College.

3.7.1 Conditions

The appointee must be a former member of the College, or of the academic staff of College teaching bodies, or a person external to the College who has served on its Boards or committees.

Fellows shall be invited to attend formal occasions of the Council and on such occasions the order of precedence shall be: the persons upon whom the College has conferred a research degree (*honoris causa*), Fellows of the College.

3.7.2 Procedures

A maximum of two appointments may be made each year.

Council will appoint a committee to evaluate nominations and recommend conferrals to the Council.

4. TERMINATION

An honorary appointment may be terminated at any time by the honorary appointee or the College, and the title withdrawn.

In the case of termination by the College, such action would normally be taken if the continuation of the honorary appointment were considered to not be in the best interests of the College.